Information Technology
Administrative Management Systems
Course Code # 3737
1 Credit or 2 Credit**

School Year _____

Term:_____Fall_____Spring

Student:	Grade:
Teacher:	School:
Number of Competencies in Course: 1 Credit – **48** 2 Credits ***_____	
Number of Competencies Mastered:	
Percent of Competencies Mastered:	

****Recommended two-credit hour block for students pursuing certification and advanced training.*

**** Add Standard(s) and Learning Expectation(s) (competencies) for 2nd credit at end of Standard 10 for certification and advanced training. Additional page(s) may be added if needed.*

Prerequisites: Document Creation Design

Recommended Prerequisites or Co requisites: Database Design/Management, Internet Navigation Communication Systems, American Business Legal Systems or Principles of Business

Note 1: A paid, credit-generating work-based learning component is recommended for advanced students.

*****Add total number of Learning Expectations (competencies) for 2nd credit.*

Standard 1.0   Students will examine a variety of opportunities in business.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
1.1	Analyze the relationship of the office to the overall corporation.		
1.2	Evaluate business goals and structures.		
1.3	Identify competencies required in the world of business.		
1.4	Interpret expectations of workplace standards.		
1.5	Analyze the role of international business and its importance on careers and doing business at the local, state, national and international levels.		

Standard 2.0   Students will enhance productivity through effective information processing.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
2.1	Demonstrate the functions, applications and common features of word processing software.		
2.2	Apply the different stages of the document cycle.		
2.3	Prepare a variety of documents according to mailability standards. Create a variety of business forms and documents.		
2.4	Apply information processing systems hardware and software appropriately to accomplish tasks across the curriculum.		
2.5	Demonstrate the ability to access reference materials in a variety of locations.		

Standard 3.0   Students will apply various communication strategies and techniques to send, receive and transmit information in the global world of business.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
3.1	Apply effective procedures for composing business communications.		
3.2	Practice procedures for improving listening, reading and speaking skills.		
3.3	Demonstrate techniques for handling interoffice, incoming and outgoing mail.		
3.4	Inspect methods of transmitting information using telephone technology.		
3.5	Identify the equipment, techniques and procedures used for telecommunication at the local, state, national and international level.		
3.6	Apply interpersonal techniques appropriate in relating and working with diverse populations (cultural, ethnic, national…) in clients and employees in the workplace.		
3.7	Apply appropriate interpersonal techniques necessary in working with employees and visitors to the workplace.		

Standard 4.0   Students will maintain various records management systems.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
4.1	Manage paper and magnetic records and media.		
4.2	Examine alphabetic, numeric, chronological, geographic and subject filing systems.		
4.3	Relate the reprographic processes to records management.		
4.4	Use computer-assisted retrieval systems to manage magnetic and microimaging media.		
4.5	Use imaging systems to convert and store data in a digitized format.		
4.6	Examine procedures and methods for disposal of records.		

Standard 5.0   The student will effectively use resources that support work activities, time management, workstation components and safety in the work environment.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
5.1	Analyze the importance of time management for personal and professional applications.		
5.2	Evaluate personal and professional time management procedures to increase productivity.		
5.3	Examine factors related to ergonomics and its importance to the office worker.		
5.4	Establish safety and security measures necessary in the work environment.		

Standard 6.0   The student will perform activities and demonstrate knowledge essential to planning career strategies and continuous self-improvement.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
6.1	Develop skills necessary for initial employment.		
6.2	Demonstrate the ability to complete a job search.		
6.3	Compose employability documents.		
6.4	Practice job-interviewing techniques.		
6.5	Develop a strategy for improvement and advancement in the workforce.		

Standard 7.0   The student will examine concepts and procedures used in managing financial activities.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
7.1	Analyze procedures for effective personal and professional money management.		
7.2	Use financial records essential to daily operations of a business.		
7.3	Calculate mathematical computations related to financial management.		

Standard 8.0   The student will examine the importance of and apply decision making, critical thinking and teamwork skills.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
8.1	Apply steps in the decision making process.		
8.2	Use the problem solving process to resolve business problems.		
8.3	Assesses their ability to work with others in a team situation.		
8.4	Apply team-building and critical thinking skills through group activities.		

Standard 9.0   The student will develop a comprehensive portfolio.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
9.1	Analyze the types of organizational patterns, equipment and software that are suggested for use implementing a full-scale automated office.		
9.2	Research the process and steps to follow in small and large merged corporate structures.		

Standard 10.0 The student will demonstrate organizational and professional leadership skills.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
10.1	Demonstrate self-initiative through group projects.		
10.2	Examine the value of leadership skills.		
10.3	Illustrate image building and public relations techniques.		
10.4	Assess decision-making skills.		
10.5	Demonstrate effective teamwork and group thinking applying conflict resolution techniques.		
10.6	Demonstrate parliamentary procedure skills through group activities.		
10.7	Analyzes the goals and applies the principles of Business Professionals of America and/or Future Business Leaders of America.		

Standard 11.0

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
11.1			
11.2			
11.3			
11.4			

Additional comments: _____

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